



ARTISTS IN SCHOOLS

2019-2020 Grant Guidelines & Application Instructions

Deadline: January 9, 2019 11:59 PM



The mission of the California Arts Council, a state agency,
is to advance California through the arts and creativity.

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California Arts Council



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Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: Advancing California through the arts and creativity.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

ARTISTS IN SCHOOLS

2019-20 GRANT GUIDELINES

DEADLINE: January 9, 2019 11:59 PM

Apply at calartscouncil.smartsimple.com

Up to \$18,000

Grant Activity Period: 6/1/2019-5/31/2020



Background and Purpose

The CAC's arts education grant programs are rooted in the agency's belief that robust, sequential, culturally responsive arts learning is an essential tool for healthy human development, and that it should be available to all. The overarching purpose of our arts education grant programs is to expand access to meaningful arts learning opportunities by supporting these activities in a diversity of settings and contexts for children from infancy through the completion of Grade 12.

Since 1976, the CAC has supported school-site-based arts programs that engage local arts organizations, teaching artists, and school communities through arts education grants.

The **Artists in Schools (AIS)** program supports projects that integrate community arts partners into sequential, hands-on, standards-based arts learning for students in **preschool through Grade 12 during the school day and should address the unique circumstances of the school environment** (for outside-of-school program support, please see the Youth Art Action Guidelines). The intent of the program is to augment and enhance the work of classroom teachers and school-based arts programs by bringing arts resources from within the local community into the school culture, not to supplant credentialed arts teachers. AIS projects focus on hands-on participant learning that takes place over **a sustained period of time** with an identified group(s) of students.

Eligibility

- The applicant must be a California-based nonprofit arts organization or arts-based unit of government.
- All applicant organizations must be consistently engaged in arts programs and/or services for two years prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government, including California Native or Indigenous tribal governments.
 - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor will provide the fiscal and administrative services needed to complete the grant. **If a**

grant is awarded, the Fiscal Sponsor becomes the legal contractor.

The Fiscal Sponsor must also demonstrate consistent arts services or programming in California for a minimum of two years prior to the application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).

- Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
 - For all programs that require a CAC DataArts Funder Report, two years of data must be included in DataArts profile and report.

Program Goals

Projects should address the following Artists in Schools program goals:

- Develop the artistic abilities of students through sequential, hands-on arts learning.
- Promote life skills such as critical thinking, problem solving, collaboration and positive self-expression through the arts.
- Promote culturally and linguistically responsive learning through the arts, using cultural knowledge to support the cultural assets of the local community and students' positive self-identification and respect for diverse cultures.
- Develop long-term, mutually beneficial relationships between arts and educational organizations, teaching artists, and the youth and families in the communities they serve.
- Cultivate students' appreciation for the arts and understanding of themselves as the next generation of arts patrons and participants.

Project Requirements

- The applicant must develop and complete a project addressing the program's purpose by May 31, 2020. All activities to be funded by the CAC must occur within the Grant Activity Period (see Timeline).
- Professional fees for artists must be included. Fees for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers. **For the Artists in Schools grant, a minimum of 75% of the grant plus the match must be allocated to payment of teaching artists.**
- The project must enable students to understand and participate in specific art forms and to develop their creativity, skills and knowledge. The applicant should present well-developed project goals, learning objectives, activities, and assessment tools.
- The project should be of sufficient frequency and duration to foster sequential learning. The project must include sustained contact between the teaching artist(s) and the students over a period of time determined by the needs of the

students and the parameters of the project. This could mean intensive daily interaction over the course of 1-2 weeks, weekly interaction over months, or other regular interaction over a period of time. A minimum of 10 sessions is highly recommended unless each session will last for more than two hours. A larger group of students **may also** participate in less structured, non-sequential or more limited activities that expose them to the art forms as a part of the project.

- The project must be locally designed and developed in partnership between an arts organization and the school(s). The project should demonstrate significant planning that reflects a collaborative relationship between the arts organization and the school, and between the participating teaching artists and classroom teachers.
- Project activities should explicitly align with National Core Arts, California Visual and Performing Arts, Common Core, and/or Expanded Learning Standards, as well as Creative Youth Development frameworks.
- Instruction must be free of charge to students.
- **Accessibility:** The CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 3: Requirements for more information.

Eligible Request Amounts

- Applicant organizations can request up to \$18,000.
- The total request for the Artists in Schools grant program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year, as it appears in the DataArts Funder Report.

Funding Restrictions

- The total of all application requests in FY18-19 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC program grants as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
 - Serve primarily different groups of people
 - Take place in different spaces, times, and/or contexts
 - Achieve fundamentally distinct programmatic outcomes
- Neither the award nor the match may be used to supplant state-funded expenses.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for the AIS grant. A cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC

grants in a single fiscal year, distinct funds must be identified to meet the matching requirement for each grant application. The applicant must indicate whether matching funds are projected, pending or committed.

In-Kind Match:

Use of in-kind contributions as a portion of the match is intended to support organizations that may not have the financial capability to provide a 1:1 cash match, but demonstrate the capacity to carry out the activities in the grant application with other sources of support. In-kind contributions are non-cash donations provided by **third parties** for which monetary value can be determined. In-kind contributions **may** be used for up to 50% of the required (1:1) match.

- In-kind contributions may be in the form of space; pro bono consultancy, training or services; supplies; and other expendable property that are given free of charge to the organizations.
- **In-kind contributions may only be provided by third parties.**
- In-kind contributions by state entities are ineligible.

In-kind contributions must be reflected as an expense in the grant application budget. Applicant organizations must accurately document and report in-kind contributions in their DataArts Funder Report. See additional information on [CAC In-kind Contributions](#).

If you have any questions about in-kind contribution documentation or eligibility, please contact the Arts Program Specialist. See staff assistance below.

What the CAC Does Not Fund

- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period

- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Application Process

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Application Resources page](#) of the CAC website.

Review Criteria

The peer review panel will evaluate applications based on the following criteria:

- **Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives, and achievable goals. Design includes methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.
- **Artistic Merit:** California artists are involved at every stage of the project design and execution and demonstrate skills, expertise, and experiences that are central to the goals of the project and program.
- **Community Impact:** Project demonstrates reach and/or depth of engagement in a defined community. Project is responsive to the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified program goals and project requirements.
- **Management and Leadership:** Ability of applicant organization to implement proposed project is clearly demonstrated. Overall fiscal and managerial health of applicant and partnering organizations is evident.

Peer Panel Evaluation and Ranking Process

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks (1-6) to an application. Panelists' ranks are averaged to obtain the final score. Final ranking and funding allocations may be made according to the first decimal place within each rank as necessary.

For each of the rankings listed below, the description refers to the complete content of the application as submitted by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development, or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the project requirements or grant

		program goals
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria. Former grantee organizations not in compliance with CAC grant requirements.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. After receiving and reviewing the peer panel's ranking recommendations, the Council will consider the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Depending on the amount of funds available and the number of applicants, the Council will decide which ranks receive funding, and for what percentage of the applicant's request amount.

Should a grant award be made for an amount less than the request amount, the applicant will be required to agree to complete what is described in the application with a lesser grant award than the original request in the grant contract. CAC staff is responsible for grant contract administration after Council approval.

Timeline

January 9, 2019 11:59 PM	Application deadline (online)
May 2019	Funding decisions
May 2019	Funding notifications
June 1, 2019 – May 31, 2020	Grant Activity Period
June 30, 2020	Final Report deadline

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including but not limited to the following:

- Grantees are required to carry out activities consistent with the application approved for funding. Requests to make changes to funded activities require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include—with your approved grant agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use the CAC logo on all printed, electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.

- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*
- Reports summarizing grant-funded activities and accomplishments will be required.

Appeal Process

Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel’s assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel’s recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel’s assessment of the applicant’s request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

Josy Miller, Ph.D., Arts Education Programs Specialist

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(916) 322-6385

FY19-20 ARTISTS IN SCHOOLS

Grant Application Instructions



Application Instructions
DEADLINE: January 9, 2019 by 11:59 PM

All grant applications must be submitted in the California Arts Councils online grants management system, calartscouncil.smartsimple.com.

Please refer to [CAC Registration Information](#) for additional guidance.

Please have the following information and documentation prepared prior to beginning your registration:

- Applicant Organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant Organization DUNS Number (or that of Fiscal Sponsor, if applicable), obtainable from the [Dun and Bradstreet Request Service](#) website
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years Applicant Organization has engaged in arts programming
- Year Applicant Organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Application Checklist:

Required Support Materials:

- Teaching Artist Work Samples: Include **up to three** samples of Teaching Artist work providing evidence of talent and capacity both and artist(s) and instructor(s). Video samples featuring interaction with students are highly recommended.
- Student Work Samples: Provide **up to two** samples that best portray student work created under the instruction of the Teaching Artist(s).
- SMU DataArts Funder Report: The California Arts Council requires all applicants to complete two Cultural Data Profiles (CDP) through SMU DataArts (formerly the Cultural Data Project) and generate a Funder Report to include with their application. The Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your CDPs. To complete this part of your submission, log in to the [SMU DataArts](#) website. See DataArts Instructions below for step-by-step instructions.
- Letter of Support or Testimonial: Please provide a signed statement from a key stakeholder, partner, or community member. The statement should substantiate the quality of the organization, and affirm the organization's impact on the community it serves.

- Letter of Agreement: Provide a joint Letter(s) of Agreement signed by both the Applicant Organization and a school official from each site to be served. This letter(s) should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.
- Payee Data Record (STD 204)

Required Support Materials for Fiscally Sponsored Applications:

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization Federal EIN
- Fiscal Sponsor Organization DUNS Number
- Fiscal Sponsor Organization executive leader's name, phone number, and email
- Fiscal Sponsor Organization mailing address
- Number of years the Fiscal Sponsor Organization has been engaged in arts programming and/or services
- A brief description of the history of the Fiscal Sponsor Organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the Fiscal Sponsor Organization; no other types of 990 forms will be accepted
- A Letter of Agreement between the Applicant Organization and the Fiscal Sponsor Organization confirming their understanding of and compliance with the [CAC Fiscal Sponsor Policy](#)
- Payee Data Record (STD 204)

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions:

The following questions will be asked on the application:

Narrative Questions:

- Provide a detailed description of your proposed project, including the artistic activities that will occur. *(2500 characters)*
- Provide a detailed timeline for the activities that will occur within the Grant Activity Period. Convey a sense of the arc of the project from beginning, through the middle, to the end. *(2000 characters)*
- Describe the individual school community(ies) that will be served, including demographic information, priority student populations, areas of academic focus (e.g., magnet programs), and other arts education opportunities at the school. *(3000 characters)*
- How and why was this specific school(s) identified for partnership (i.e., why this school as opposed to others)? *(2000 characters)*
- How and why will this specific arts education project be impactful for this school community(ies)? *(2000 characters)*
- How will teaching artists and classroom teachers work together actively to engage students with disabilities in all aspects of this program? *(2000 characters)*

- Lesson Plan: Include a plan for a single lesson that would occur as part of the project. A lesson example that takes place midway through the residency is highly recommended (as opposed to an initial or culminating meeting).
 - The lesson plan should address the following components:
 - Grade level of students
 - Length of class
 - Session number (e.g., 4 of 16)
 - Instructional materials to be used
 - Skills and knowledge the students will acquire: What will the students know and/or be able to do as a result of this specific lesson?
 - Key standards to be addressed: These may be either [National Core Arts Standards](#) or [California Visual and Performing Arts Standards](#). Project may also address [Common Core Standards](#). Applicants are also highly encouraged to consult [Creative Youth Development Frameworks](#) and the California County Superintendents' publication on [Culturally & Linguistically Responsive Arts Teaching and Learning in Action](#).
 - Lesson activities: What will the students do during the class session?
 - Assessment strategies: How will the teaching artists check what the students know and are able to do by the end of the lesson?
- How will you evaluate the project to determine its impact? If you have completed a similar project in the past, please share the evaluation results. *(2000 characters)*
- Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by CAC funds, experience as it relates to this project, and role within the proposed activities. *(2500 characters)*
- Describe efforts to ensure accessibility and inclusion. Consider both personnel and participants, where applicable. *(1500 characters)*

Quantitative Questions:

- Artistic disciplines to be taught
- Duration and frequency of sessions (e.g., 1 hour, twice a week for 12 weeks)
- Number of sites to be served
- Number of students to benefit directly

Budget Tables:

You will be required to submit a line-item project budget, including anticipated matching funds. Please refer to What the CAC Does Not Fund within the program guidelines to ensure that all line items are eligible expenses.

You will also be required to fill out a Source of Match table, indicating sources and status of all matching funds (i.e., Projected, Pending, Confirmed).

SMU DataArts Instructions:

Follow these instructions to complete a Cultural Data Profile (CDP) and Funder Report:

1. Go to the SMU DataArts website and use the orange login button to access your DataArts account. If your organization does not yet have a SMU DataArts account, choose the “Create an account” link to register.
2. Create and complete two CDPs, one for each fiscal year. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data using your board-approved, year-end financial statements.
 - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a [parent organization](#) when selecting your organization type on the Customize Your Survey screen.
 - c. DO NOT enter project budgets, budgets for future years, or incomplete or not-yet-approved audits/reviews/financial statements.
2. Some errors may be triggered as you enter financial data, and you will be able to review and resolve them as you work on your survey. Select the “Check and Complete” button to run a final, comprehensive error check when you are finished entering data, and correct any errors that may arise at that time. If you need assistance, call the SMU DataArts Support Center at 1-877-707-3282.
3. After you have finished entering and completing your two fiscal year surveys, you will then use your CDP data to generate a Funder Report to be included with your application materials.
 - a. Go to Funder Reports and Grants and search for California Arts Council. Find the grant program which you will apply to, select the “View” dropdown, then “Submit Data” to share your data with California Arts Council. A PDF Funder Report will then generate. **Once you have run your report from SMU DataArts, download, save, then upload your Funder Report below.** You can also find a video of step-by-step instructions [here](#).

Applicant Organizations should direct questions concerning the CDP or Funder Report to:

SMU DataArts Support Center:

Toll Free: (877) 707-3282

Email: help@culturaldata.org

The Support Center is available Monday – Friday from 6:00 AM to 5:00 PM PST.

SMU DataArts website: <https://culturaldata.org>

Application Assessment:

Panelists may consider any aspect of an application when ranking for each review criteria, including but not limited to the Areas of Assessment indicated below.

Review Criteria #1: Project Design and Implementation

Areas of Assessment:

- Narrative and quantitative questions
- Project budget
- Letter of Agreement

Review Criteria #2: Artistic Merit

Areas of Assessment:

- Artist(s) bio(s)
- Teaching artist work samples

Review Criteria #3: Community Impact:

Areas of Assessment:

- Narrative and quantitative questions
- Organizational history and mission
- Letter of support or testimonial
- Student work samples

Review Criteria #4: Management and Leadership

Areas of Assessment:

- Narrative and quantitative questions
- Key personnel bio(s)
- Organizational history and mission
- DataArts Funder Report
- Project budget
- Overall completeness and accuracy of application submission